

5 Jul 79

PROCEDURES FOR ACCESS
TO CENTRAL INTELLIGENCE AGENCY INFORMATION
BY INFORMATION SECURITY OVERSIGHT OFFICE PERSONNEL

1. These procedures have been developed through discussion between members of the Information Security Oversight Office (ISOO), General Services Administration, and the Information Services Staff, Directorate of Administration, Central Intelligence Agency (CIA). The procedures are established in recognition of the Director, ISOO's responsibilities to monitor agency implementation of Executive Order 12065, and the Director of Central Intelligence's statutory responsibilities to protect CIA information and intelligence sources and methods information.

2. The primary method by which Director of Central Intelligence (DCI) responsibilities and Director, ISOO responsibilities will be balanced as regards access to CIA information is prescreening. Prescreening means review of CIA information by CIA personnel knowledgeable in its subject matter, prior to granting access to ISOO personnel. During this review, intelligence sources and methods information will be deleted from any document shown to ISOO personnel. If the information that would remain after deletion is not meaningful or is misleading, the entire document will be withheld.

3. The purpose for which ISOO personnel will be granted access to CIA classified information is to verify that the information has been properly classified and marked in accordance with the provisions of Executive Order 12065 and implementing directives. ~~TOP SECRET~~

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Information will be reviewed on a sampling basis. ISOO personnel may make unclassified notes sufficient to identify documents on which discrepancies are observed, but they will not include substantive information. Any notes will be reviewed by CIA personnel prior to removal from CIA premises to confirm that they are unclassified and do not reveal intelligence sources and methods information. Classified information or copies of classified documents will not be removed from CIA premises.

4. If a question should arise concerning withholding or removal of information, the information will continue to be withheld and to remain on CIA premises, and the question will be resolved between the Director, ISOO, and the Chief, Information Services Staff (ISS). Any formal appeals will be in accordance with the provisions of Executive Order 12065.

5. Any CIA information in the possession, custody or control of another agency is subject to the "third agency rule." For purposes of these procedures, this means that the other agency is not authorized to provide ISOO access to the information without prior CIA approval. Any requests for approval will be directed to the Chief, ISS. Normally, any access to such information will be provided to copies held on CIA premises. The same rule applies to any information of another agency in the possession, custody or control of CIA.

6. In addition to the above provisions, access to CIA information by ISOO personnel will be granted only upon CIA verification ^{that} their security clearances, SCI clearances, and CIA liaison clearances ~~are~~ appropriate in each case to the information subject to review.

7. The arrangements for visits to CIA by IS00 personnel will be made in the following manner. IS00 will provide ISS, in advance of any visit, an outline of specific interests and the amount of time to be spent on each. Chief, ISS will respond with a proposed agenda, coordinated within CIA, specifying times and places for access, and any anticipated problems. Any differences will be resolved between IS00 and ISS, and the visit will be conducted on the agreed dates.

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